



## Student and Parent Handbook

Welcome to Meadow Creek Academy!

### Our Mission

At Meadow Creek, we believe that education thrives in a caring, respectful, and inclusive environment. Our goal is to create a community where every student feels valued, supported, and inspired to learn. This handbook helps students and families understand our shared expectations, daily routines, and school values.

We ask all students and families to review this handbook together and sign the acknowledgment form at the end.

### Core Values

At Meadow Creek, we believe that learning happens best when our community reflects these values:

**Respect for All** – Treat others the way you want to be treated.

**Kindness & Inclusion** – Welcome everyone and celebrate our differences.

**Integrity** – Be honest, responsible, and do your best work.

**Curiosity** – Ask questions, explore ideas, and learn with enthusiasm.

**Growth** – Mistakes are opportunities to learn and grow.

### I. School Community Expectations

#### **Students are expected to:**

- Be respectful to teachers, staff, and peers at all times.
- Use kind and appropriate language.
- Follow classroom and school procedures.
- Take care of school materials, furniture, and the campus environment.
- Stay focused on learning during class.

- Ask for help when needed and support classmates in doing the same.

### **Families are expected to:**

- Support their child's learning through regular attendance and communication.
- Encourage respectful behavior at home and school.
- Stay informed through school newsletters, emails, and announcements.
- Partner with teachers to support academic and social growth.

## **II. Attendance & Punctuality**

- Students should arrive on time and ready to learn each school day.
- If a student will be absent or tardy, parents should notify the Program Director as soon as possible.
- Families are encouraged to plan vacations and appointments outside of school days when possible.

## **III. Dress & Personal Appearance**

- Students should wear clothing that is comfortable and appropriate for school activities.
- Clothing should allow for play, art, and outdoor learning.
- Shoes must be safe for movement and playground activities.
- Clothing should not include violent, offensive, or inappropriate images or language.

## **IV. Health & Safety**

To help keep our community safe and well, students are expected to follow these health and safety guidelines:

- Report all accidents or injuries immediately to a teacher or staff member.
- Follow directions during emergency drills.
- Keep hands, feet, and objects to yourself.
- Dangerous or inappropriate items (weapons, drugs, vaping devices, tobacco, alcohol etc.) are not allowed at school.

Teachers and staff will follow first aid procedures and notify parents in the event of illness or injury.

## **V. Behavior & Discipline**

We believe that discipline is about teaching, not punishment. Our goal is to help students learn responsibility, respect, and self-control.

### **Expectations**

- Be kind, honest, and respectful in your words and actions.
- Follow directions from teachers and staff.
- Respect the property and personal space of others.
- Take responsibility for mistakes and work to make things right.

### **Conflict Resolution**

When conflicts arise, students are encouraged to:

- Conflicts are a normal part of learning to work with others. At Meadow Creek, we use restorative conversations and guidance to help students resolve disagreements peacefully.
- Listen to each other's perspective.
- Take responsibility when you hurt someone's feelings or break a rule.
- Work together to find a positive solution and make reasonable efforts to change harmful behaviors.

### **Inclusivity & Respect for Identity**

At Meadow Creek Academy, our expectations and discipline practices are grounded in respect for each individual. We are a welcoming, inclusive environment for all students and staff, and we respect and use each person's chosen name and pronouns. We celebrate diversity in family structure, culture, language, and background.

Within this general education setting, Meadow Creek Academy strives to serve a diverse range of learners within the context of our available resources. Our small class sizes support different learning styles and student growth; however, we are not equipped to provide intensive or ongoing behavioral, medical, or highly specialized learning supports. If a student's needs extend beyond what we can reasonably provide, we will communicate openly with families to discuss concerns and next steps.

## **Zero Tolerance**

To ensure a safe and respectful environment for all members of our community, the following behaviors are not permitted:

- **Corporal Punishment:** Meadow Creek does not use or permit physical punishment of any kind.
- **Bullying or Harassment:** Bullying of any kind—verbal, physical, or digital—is not tolerated.
- **Violent Threats:** Any threat of violence involving weapons, including firearms, will not be tolerated.
- **Inappropriate Content:** Students may not possess, view, create, share, or search for sexually explicit, violent, or otherwise inappropriate material while on school grounds, during school activities, or when using school-provided devices or accounts. This includes content that depicts or promotes physical harm, weapons misuse, intimidation, or threats. All digital activity is expected to align with our values of respect, safety, and appropriate conduct.

## **Record Keeping**

Incidents between students, disruptions in class, or disruptive behavior on campus will be documented internally. Parents will be notified of any incidents and altercations that need staff intervention to resolve or when efforts to intervene and redirect have been unsuccessful. If teachers or staff identify a concerning pattern of behavior, parents will be notified to discuss potential intervention or solutions.

## **Suspension and Expulsion**

At Meadow Creek Academy, we believe that every child can learn and grow from their mistakes. Our approach to discipline focuses on understanding, reflection, and repairing harm. However, in rare cases, a student's behavior may pose a serious or ongoing disruption to the safety or well-being of others. When that occurs, temporary suspension or permanent withdrawal from the school may be necessary.

### **Suspension**

A student may be suspended for behavior including, but not limited to:

- Causing or reasonably threatening physical harm to themselves or others, or making statements referencing weapons may result in immediate action
- Repeated or severe aggression, bullying, harassment, or intimidation
- Serious disruption of learning or violations of safety policies
- Possession, use, or distribution of illegal drugs or alcohol on campus or at school-sponsored activities

## **Suspension Process**

When appropriate, the school will document incidents, notify parents, and meet with the student and family to discuss next steps and expectations for return, which may include a behavior plan or counseling.

When a safety concern exists, the school may impose an immediate suspension while the situation is reviewed. Parents will be notified as soon as reasonably possible.

Suspensions are typically short-term and intended to support reflection, planning, and restoration of a safe school environment.

## **Expulsion or Withdrawal**

In rare and serious circumstances, permanent withdrawal from enrollment may be considered when a student's behavior continues to significantly impact safety or the well-being of the school community.

Expulsion or withdrawal may be considered when:

- A student has committed a serious violation of school safety expectations or zero-tolerance policies
- Repeated interventions or support plans have not resulted in meaningful improvement
- The school and family are unable to partner effectively to address significant concerns
- A student's behavior poses an ongoing risk to others or to the school community

## **Expulsion Process**

Before a decision is made, the Program Director and School Administration will meet with parents or guardians to review documentation, discuss prior interventions, and consider possible alternatives when appropriate.

If withdrawal is determined to be necessary, a written notice will be provided outlining the decision and next steps.

## **Re-Enrollment After Withdrawal**

Students who have been withdrawn for behavioral reasons may request re-enrollment after a minimum of one semester. Requests are reviewed on a case-by-case basis and consider evidence of growth and readiness to meet school expectations.

# **VI. Technology & Personal Items**

To support focus and a positive learning environment, the use of personal technology and belongings during the school day is guided by clear expectations.

- Cell phones and personal electronics should be turned off and kept in backpacks during school hours unless permitted during class for instructional use.
- Personal items brought to school should be labeled and used responsibly.
- The school is not responsible for lost or damaged personal belongings.

## **VII. Communication**

- Teachers and families are encouraged to communicate regularly about progress and behavior.
- Parents may contact teachers or the Program Director by email or phone during school hours.
- Concerns should be addressed respectfully and directly with staff.

### **Health, Wellness, and Nutrition**

- Students should bring a healthy lunch and water bottle each day.
- We encourage snacks that are nutritious and allergy-conscious.
- Parents should inform staff of any food allergies or medical concerns in writing.

### **Property & Cleanliness**

We ask students to:

- Take responsibility for keeping classrooms and shared spaces clean.
- Use care with our books, supplies, furniture, and materials.
- Treat the school's buildings and outdoor spaces with respect.

## **Commitment to Community**

We believe that when we all work together—with respect, compassion, and open communication—our school becomes a place where everyone can thrive. Students, teachers, and families share the responsibility to create a safe, inclusive, and joyful community where learning is valued and kindness leads the way.



## Student & Family Acknowledgment

*Please sign and return this form.*

I have read and understand the Meadow Creek Academy Student & Family Handbook. I agree to follow these expectations and uphold the values of our school community.

**Student Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_